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Staff Senate Meeting Minutes

Staff Senate

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## Minutes Staff Senate Meeting, February 13, 2003

University of Arkansas, Fayetteville. Staff Senate

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**Minutes  
Staff Senate Meeting  
Thursday, February 13, 2003**

- I.** The Staff Senate Meeting was called to order at 9:30 a.m. by Chair, Jewel Lindsey.

**Members Present:** Nancy Young, Tina Bersi, Eric Vaught, Carla Coker, Amy Bell, Renee Clay, Susan Huskey, Susan Yell, Candace Erbe, Crystal Sprueill, Kelly Anglen, Jewel Lindsey, Lioneld Jordan, Bruce McNully, David Savage, Rodney Hughes, Joe Terry, Bonnie Powell, Kenley Haley, Christine Parks, Bonnie Swayze, Barbara Taylor

**Members Absent:** Susan Rausch, Shelley Wilmoth

- II.** A motion was presented, seconded, and approved to adopt the agenda as written.
- III.** A motion was presented, seconded, and approved to adopt the January 9, 2003 minutes with the following corrections: Section VII, Number 8-Employee of the Quarter, should read **‘January 15’**, instead of **‘February 15’**. Section VII, b, Review of Clerical & Support Salaries, Regionally and NWA only, should read **‘Barbara Taylor stated that the many labor market rates are from NWA. The state may then apply the labor market statewide.’**
- IV. Chair Announcements, Jewel Lindsey** – Jewel Lindsey announced Sherrolyn Bean’s resignation. Ms. Lindsey then asked for volunteers for the secretary position. The responsibilities of this position include preparing the staff senate minutes, sending the minutes to the other senators, keeping attendance and keeping handouts organized. Susan Huskey announced she would fill the position until the end of June. Ms. Lindsey also announced that Ms. Bean was the chair of the finance committee. Amy Bell was appointed to be on the finance committee. The finance committee will elect a new chair at their next meeting.
- Ms. Lindsey announced that there have been four resignations in this fiscal year.
- One position in academic affairs, which ends at the end of June, will not be filled.
  - One position in finance and administration, which ends in June, will not be filled.
  - Since Sherrolyn Bean’s position will not expired until June 2004, Ms. Lindsey has appointed Heather Sprandel of Walton College.
  - One position in the Chancellor’s area will not be filled.

**V. Committee Reports**

**a. Standing Committees**

1. **Internal Affairs Committee, Lioneld Jordan** – Committee did not meet.
2. **Legislative Committee, Bonnie Swayze** – Bonnie Swayze reported that because of time frame issues, the committee is giving the sick leave payout back to the internal affairs committee. Ms. Swayze stated that House Bill 1029 was still in the Joint Budget Committee. This bill would maintain the campus budget relative to last year’s funding allocation and would not provide money for COLAs. Also, there would be not COLA for those making \$50K plus, but might provide an end of year bonus if funds were available at the agency/institution level.
3. **Scholarships and Awards, Tina Bersi** – Tina Bersi handed out copies of what has been previously presented pertaining to scholarships, and announced they have been submitted to the by-laws committee and been approved. Kenley Haley made a motion for this to replace the existing information, Tina Bersi seconded the motion. Jewel Lindsey asked for discussion. There is no discussion, and the motion is passed. The community service award deadline is

approaching soon. Ms. Bersi will send copies to David Savage to place on the web, and she will send the information to Bonnie Powell to place it on Daily Headlines.

4. **Communications, David Savage** – David Savage reported there was not enough information for the newsletter to go out. The committee has set a new deadline of March 4. Mr. Savage has also acquired security software to be able to assign pages to different areas for each committee to update on their own information. Christine Parks inquires about getting Employee of the Quarter nomination form in PDF format.
5. **Finance, Sherrolyn Bean** - Jewel Lindsey handed out the finance report. Ms. Lindsey has requested an ASCEND ID and password for staff senate; this would enable the finance committee chair to access the scholarship account. David Savage inquired about being able to keep the balance in the staff senate account. Ms. Lindsey stated that Dr. Pederson has allowed this in the past, but she will inquire about keeping the funds.
6. **Election, Susan Rausch** – Kelly Anglen reported that the committee has analyzed the number of employees for each area (this only includes 100% appointed staff members). In the area of Academic Affairs, one senator has been added, and in the Chancellor area was reduced to three senators. Ms. Anglen announced that the one position in Academic Affairs that will come up in June will only be a 1 year term. This will allow equality in the positions that will be available each year.
7. **Parking and Transit, Kenley Haley** – Committee did not meet. Kenley Haley invited Joe Terry to come to the next scheduled meeting to discuss safety issues.
8. **Safety, Joe Terry** – Joe Terry reported that the crosswalks are not well marked and a work order has been turned in to fix this problem. Mr. Terry also announced that the sidewalk next to the Poultry Science building is in the long range plans to correct.
9. **Employee of the Quarter, Christine Parks** – Committee did not meet. Ms. Parks announced there were 22 nominations and each category had nominees. Ms. Parks has a scheduled meeting with Dr. Pederson to follow up on Group/Team of the Year.

#### **b. Ad Hoc Committees**

1. **By Laws, Tina Bersi** – Ms. Bersi handed out suggested changes to the by-laws. If there is a line through the sentence, the sentence will be deleted, and the underlined sentences are to be inserted. Ms. Bersi asked for a motion to waive the second reading and to be able to incorporate these into the March meeting. Lioneld Jordan makes a motion to suspend the first reading. Tina Bersi seconded the motion, Mr. Jordan makes a motion to suspend the second reading, Bruce McNully seconds the motion, all are in favor and the motion is passed. David Savage questions the possibility of a stacked senate. Since no discussion was allowed before the motion was passed, Mr. Jordan withdrew his motion to suspend the first reading; Ms. Bersi withdrew her second to suspend the first reading. Mr. Jordan withdrew his motion to suspend the second reading; Mr. McNully withdrew his second to suspend the second reading. Ms. Lindsey opened up the room for discussion. Jewel Lindsey announced that the resignations are because of job requirements and not with staff senate. This discussion was tabled until the March meeting.

2. **Picnic, Kelly Anglen** - Kelly Anglen reported the Staff Senate Picnic will be May 23, 2003, from 11:30 – 1:30 at the south end zone of Razorback Stadium. Ms. Anglen invited anyone who would like to be on the picnic committee to meet at 3:00 pm in the Silver Room at the Arkansas Union.
3. **Fringe Benefits, Bonnie Swayze** – Barbara Taylor reported the Fringe Benefits System meeting will meet February 18-20. The Benefits office will also go through a 40-hour training session for new HIPAA regulations.

**VI. Old Business**

- a. **Response from Dr. Pederson on suggested Parking Policy** – Gary Smith reported:
  - In Lot 29 the main entrance will be closed, and a temporary entrance will be created.
  - The April 25 ground breaking of the health center may be delayed.
  - Lot 65 will be reduced.
  - The parking caucus from Walton College will be available through a link on the web.
  - Parking issues have been presented to ASG and RIC; Faculty Senate is the only body that has not been presented to.
  - The new parking deck has been changed to include 9 levels with 2,094 spaces.

Jewel Lindsey handed out the Revised Staff Senate Proposal and Gary Smith explained the handouts.

- b. **Privacy Policy for the use of surveillance cameras in the workplace** – This will be discussed at the March meeting.

**VII. Other Business -**

- a. **Announcements, Barbara Taylor** – Barbara Taylor reported the payroll office is now printing duplicate W2s. There will be a \$5.00 fee in some cases. Ms. Taylor also announced the benefits summary statement will now include the personnel data information.

- b. **Parking and Transit Update, Gary Smith** – Gary Smith reported in Old Business.

**XI. Adjournment** – A motion was presented, seconded, and approved to adjourn the meeting. Meeting adjourned at 11:35.

Respectfully submitted by  
Angela Gleghorn